

**UNITED STATES COURT OF APPEALS  
for the  
SIXTH CIRCUIT**



**VACANCY ANNOUNCEMENT**

<b><i>Position Title:</i></b>	Clerk of Court
<b><i>Location:</i></b>	Cincinnati, Ohio
<b><i>Salary Range:</i></b>	\$159,085 - \$172,727
<b><i>Closing Date:</i></b>	This position will remain open until filled. <b>To ensure consideration applications must be received by the close of business on February 7, 2012.</b>

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The United States Court of Appeals for the Sixth Circuit invites applications from qualified persons for the position of Clerk of Court. The Clerk of Court is the chief operating officer for the Clerk's Office of both the Court of Appeals and the Bankruptcy Appellate Panel, and reports to the Chief Circuit Judge. The Clerk has full administrative responsibility for all aspects of Clerk's Office operations, including planning, organizing, and staffing, as well as financial, personnel, records, and case management. The Clerk's Office exercises delegated decision-making authority to act for the court on certain procedural motions, costs and fees. The Clerk's Office manages several operating expense allotments on behalf of the court.

The Clerk of the Court of Appeals is a statutory position, appointment to which is by the court. The responsibilities of the position, under the supervision of the court, include but are not limited to the following:

- Conducting the business of the court, including case management, manual and electronic records maintenance, management of court calendars, statistical reporting, special studies, opinion publication and circulation, and management of the electronic case-filing system.
- Establishing and maintaining sound working relationships with the district and bankruptcy courts of the circuit and with the practicing Bar and governmental agencies having business before the court.
- As delegated by court rule, the disposition of specified motions filed in cases before the court.

- Interpretation, explanation, and application of the Federal Rules of Appellate Procedure and the rules and internal operating procedures of the court.
- As requested, consultation with and recommendation to the court on matters affecting the court's business.
- Participation in the process of planning the annual circuit budget and forecasting personnel and other organizational needs.

The successful candidate is required to possess, at a minimum, a bachelor's degree in a related field from an accredited college or university and a Juris Doctor degree from an accredited law school.

In addition to the above educational requirements, a minimum of 10 years of progressively responsible administrative experience in public service or business enterprise where the applicant has demonstrated the degree of leadership and interpersonal skills necessary to manage successfully a complex organization. This should be experience where the applicant has gained a solid understanding of organizational development and behavior, the ability to lead with vision, the ability to sustain a high level of organizational excellence, the ability to develop and execute strategic plans, the ability to articulate management priorities, the ability to foster strong and effective working relationships, the ability to integrate current and future technologies, and the ability to analyze data. The overall experience must also include a minimum of 5 years of progressively responsible, successful, and substantial experience in a management or leadership role.

The new Clerk of Court will be expected to report to duty during the month of July 2012 in order to have a period of overlap with the retiring incumbent.

Information about the Court and the Office of the Clerk is available at [www.ca6.uscourts.gov](http://www.ca6.uscourts.gov).

**Application Procedure:** Send six (6) copies of the following: (1) your resume, (2) a letter outlining your qualifications and relating your achievements, skills, and experience, (3) a list of at least three professional references, and (4) a ten-year salary history to: Clarence Maddox, Circuit Executive, United States Court of Appeals for the Sixth Circuit, Room 503, 100 East Fifth Street, Cincinnati, Ohio 45202. **Applications must be submitted in hard copy form.** **Please also provide your cell phone number and email address in your application.** **Applications should be submitted by February 7, 2012, but will be accepted until the position is filled.**

**Conditions of Employment:** An applicant must be a United States citizen or eligible to work in the United States. Appointment to the position is provisional pending a suitability determination by the court based on results of background investigation. The selected applicant is subject to a similar investigation every five years thereafter. Employees are required to use Electronic Fund Transfer for payroll deposit.

**Benefits:** Employees of the U.S. Courts are not classified under the civil service; however, they are entitled to the same benefits as other federal employees. Benefits include:

<u>Paid Vacation</u>	Accrual of 13 to 26 days per year for vacation depending on length of federal service
<u>Sick Leave</u>	Accrual of 13 days per year for sick leave
<u>Paid Holidays</u>	10 days per year
<u>Insurance</u>	Optional participation in: <ul style="list-style-type: none"><li>■ Federal Employees' Health Benefits Plans <i>Employee contribution is approximately 25% of the premium depending on the plan selected and can be pre-taxed.</i></li><li>■ Federal Employees Dental and Vision Insurance Program</li><li>■ Federal Employees Group Life Insurance Program</li><li>■ Federal Judiciary Group Long-Term Care Program <i>Spouses, parents, parents-in-law, grandparents, and grandparents-in-law may also be eligible.</i></li></ul>
<u>Flexible Benefits</u>	Medical and Dependent Care Flexible Spending Accounts; Commuter and Parking Reimbursement Accounts
<u>Salary Progression</u>	Prescribed salary progression through classification level based on performance
<u>Time in Service</u>	Qualifying time in service with other federal agencies and prior military service is computed for leave and retirement benefits
<u>Retirement</u>	<p>Employees contribute 8.45% (Social Security: 6.2%, Medicare: 1.45%, FERS: 0.8%) of their salary under the Federal Employees Retirement System (FERS), to which the government also contributes. Employees may also participate in a voluntary tax- deferred Thrift Savings Plan (similar to a 401(k)plan). Employer matches up to 5% of employee contribution.</p> <p>Employees may voluntarily retire with a full benefit once they meet one of the three age and service requirements: (a) Minimum Retirement Age (MRA) with 30 years of service, (b) 60 years of age with 20 years of service, or (c) 62 years of age with 5 years of service. Employees may retire with a reduced benefit; however, they must be at their MRA and possess at least 10 years of service. Specific details are available upon request.</p>

**Additional Information:** For additional information about working for the federal judiciary, please visit: [www.uscourts.gov/careers/](http://www.uscourts.gov/careers/).

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**IS AN EQUAL OPPORTUNITY EMPLOYER**